



WorkingSm@rt[®] using Copilot

Who Should Attend

- This course is for professionals who feel busy but not fully productive, who spend too much time reacting to emails and urgent requests, and who struggle to protect time for high-value or strategic work.
- It's ideal for Microsoft 365 users who want clearer priorities, smarter workflows, and a practical, disciplined way to use Copilot and AI to support how they work, not add more noise.

Format:

- 1 x half day, instructor-led online session
- One-on-one personal coaching session with a skilled facilitator

What's Included

- Comprehensive Learning Guide
- LearningLink: Our monthly productivity e-newsletter to keep you updated.

From busy to productive: work with intention, clarity and confidence using Copilot.

In today's fast-paced work environment, being busy isn't the same as being productive.

This hands-on workshop, developed by Priority Management, equips professionals with proven strategies to take control of their workload, design smarter workflows, and harness AI as a genuine productivity tool.

Whether you're drowning in emails, struggling to focus on strategic work, or simply curious about how AI fits into a modern way of working, this workshop delivers practical skills you can apply from day one.

Using Copilot, this course will help you:

- Take control of competing priorities and focus on what truly adds value
- Reduce overload by designing simple, repeatable ways of working
- Make faster, clearer decisions about what to do, defer, delegate or stop
- Protect time and attention for high-value and strategic work
- Use Copilot purposefully to streamline everyday tasks without losing control

Related Training

- WorkingSm@rt with Microsoft Outlook + Copilot
- WorkingSm@rt Using AI for Sales Professionals
- WorkingSm@rt Using AI for Business Professionals
- AI in Excel using ChatGPT and Copilot

Priority Management Training

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Synopsis:

Design smarter ways of working and use AI to get the right work done, faster

- Do you often finish the day feeling busy, yet unsure what you actually achieved?
- Do you find yourself reacting to emails, messages and requests instead of working to a clear plan?
- Do important but non-urgent tasks keep slipping because urgent issues always take over?
- Do you struggle to decide what really deserves your attention when everything feels important?
- Do you find it hard to protect time for strategic or high-value work amid constant interruptions?
- Are you curious about using tools like Copilot, but unsure how to apply them in a practical, structured way?

By the end of this workshop, participants will be equipped with practical knowledge and skills to leverage Copilot, improving their processes and staying ahead in the rapidly evolving workplace.

Unit 1: Being Productive

- Establish the foundations of personal productivity.
- Explore the Productivity Formula and identify the "Productivity Pirates" that steal your focus.
- Learn best practices for defining, sequencing, and scheduling tasks, and apply the 4D methodology (Do It Now, Date Activate It, Delegate It, Delete It) using the Value-Add Matrix to make faster, sharper prioritisation decisions.

Unit 2: Designing Intelligent Workflows: From Workload to Working Smart

- Move from managing individual tasks to designing end-to-end workflows that reduce cognitive overload, improve consistency, and accelerate decision-making.
- Learn how to define the purpose of any piece of work, map out clear steps and decision points, and align effort to important outcomes rather than urgent distractions.



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Unit 3: Using Copilot as a Productivity Tool

- Discover how generative AI can support — not replace — the productivity practices learned in Units 1 and 2.
- Build prompt engineering skills through hands-on exercises and explore real-world applications of Copilot across Outlook, Teams, Excel, Word, PowerPoint, and OneNote.
- Understand data privacy essentials and develop an adaptive mindset for working with rapidly evolving AI technology.

Priority[®]

A Better Way To Work

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